U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS

Conducted by: U.S. DEPARTMENT OF COMMERCE U.S. CENSUS BUREAU

## INDIAN SCHOOL LIBRARY MEDIA CENTER QUESTIONNAIRE SCHOOLS AND STAFFING SURVEY 1999-2000 SCHOOL YEAR



(Please correct any errors in name, address, and ZIP Code.)

	I.	
0050	1  Yes 2  No +	If you answered "No," it is very important that you call the Census Bureau toll free at 1–800–221–1204.
	II.	

- ♠ A Library Media Center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators.
- A Library Media Center may be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

1 Yes - Continue with this questionnaire or give it to the individual who is responsible for this school's library media center, e.g., the librarian or library media specialist.

STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE CENSUS BUREAU IN THE ENCLOSED ENVELOPE. THANK YOU FOR YOUR TIME.

#### **DEAR PRINCIPAL:**

 $\blacksquare$  See the enclosed letter for information on completing this survey over the Internet.

#### WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Census Bureau is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

#### WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

We are conducting this survey with only a sample of school library media centers. Therefore, the value of your individual contribution is greatly increased because it represents many other school library media centers. We encourage you to participate in this voluntary survey.

#### THIS SURVEY HAS BEEN ENDORSED BY:

American Association of School Administrators

American Association of School Librarians

American Counseling Association

American Federation of Teachers

American Library Association

Association of Community Tribal Schools

Bureau of Indian Affairs, Office of **Indian Education Programs** 

Council of Chief State School Officers

Council of Great City Schools

Department of Middle Level Services, National Association of Secondary School Principals

National Association of Elementary **School Principals** 

National Association of Secondary **School Principals** 

National Center for Improving Science Education

National Council of Teachers of Mathematics

National Education Association

**National Indian Education** 

Association

National Middle School Association

THANK YOU FOR YOUR COOPERATION IN THIS IMPORTANT EFFORT.

SINCERELY,

**GARY W. PHILLIPS** 

ACTING COMMISSIONER OF EDUCATION STATISTICS

#### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns about the contents of this questionnaire, write directly to: Schools and Staffing Survey, National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

#### **INSTRUCTIONS**

- •We suggest that you use a pencil or ball point pen to complete this questionnaire.
- Report data for this school's library media center only.
- **\***"Library media center" is the phrase used throughout the questionnaire to cover what may be called any of the following: library, media center, resource center, information center, instructional material center, learning resource center, or some other name.
- if you are unsure about how to answer a question, give the best answer you can, and make a comment in the "Your Comments" section on pages 6, 7, and 12. Please do not write any comments near the answer spaces.
- ☎If you have any questions, call the Census Bureau at 1–800–221–1204. Someone will be available to take our call Monday through Friday 8:30 am–5:00 pm (Eastern Time).

	Please keep track of the time you spend completing this queend of the survey, you are asked to record the amount	es of	tionnaire. A time spent.	it the
I	Facilities – We are interested in learning about the facilities that library media center. These questions ask about the organization center.	t ai	re available vof your librar	vithin the ry media
1.	How is this library media center organized?			
	<b>ồ</b> Mark (X) only one box.			
0052	1 Centralized (one area in one building)			
	Decentralized (collections or services available in more than campus or in another building)	on	e location or	n a
2.	What is the total seating capacity of the library media center	er?		
0053	Seats			
3.	Are the following types of areas located within this school' library media center?	s	Mark (X) on each	
a.	Individual reading, viewing, and listening	054	1 Yes	2 No
b.	Small group (5 persons or less) activity areas (viewing or listening)	055	1 Yes	<sub>2</sub> No
C.	Large group (more than 5 persons) activity areas (viewing or listening)	056	1 Yes	<sub>2</sub> No
d.	Work area (where library staff order, label, etc.)	057	1 Yes	<sub>2</sub> No
e.		058	1 Yes	<sub>2</sub> No
f.	Conference rooms 00	059	1 Yes	<sub>2</sub> No
g.	Computer access area or lab	060	1 Yes	<sub>2</sub> No
4a.	Can this library media center accommodate a full class of s	tuc	dents at one	e time?
0061	■1 Yes			
J	No → If "No," go to item 5 on page 4.			
b.	If a full class is working in the library media center, can oth accommodated concurrently, such as production activities group work, individual browsing?	ner , c	activities b onferences	e small
0062	1 Yes			
	2 No			

FORM LS-1C (7-27-99)

П	Staffing – These questions ask volunteer staff in your library a staff members.	about the number of professional, clerical and and the highest degrees held by the professional
	Does this library media center h  Do not include volunteers.	ave any paid library aides or clerical staff?
0070	Yes – (If "Yes," How many are	e - 0071 Full-time
2	2 No <del>z</del>	0072 At least 3/4 time but less than full-time
	If "No," go to item 6.	0073 At least 1/2 time but less than 3/4 time
		0074 Less than 1/2 time
		Total paid library aides or clerical staff.
	Does this library media center h certified as library media specia Do not include library aides or cle	
0076	Yes – If "Yes," How many are	e - 0077 Full-time
2	2 Nor	0078 At least 3/4 time but less than full-time
	If "No," go to item 7.	0079 At least 1/2 time but less than 3/4 time
		Less than 1/2 time
		Total paid professional staff NOT certified as library media specialists.
7.	Does this library media center h this state as LIBRARY MEDIA SF	ave paid professional staff who are CERTIFIED in PECIALISTS?
	Count a library media specialist as standard certification requirement	s certified if he/she has met your state's regular or 's in the library media specialty area.
	Include those who have complete certification upon completion of a	d all necessary course work and are eligible for full probationary period.
0082	Yes – If "Yes," How many are	e - 0083 Full-time
2	2 No <sub>k</sub>	0084 At least 3/4 time but less than full-time
	If "No," go to item	O085 At least 1/2 time but less than 3/4 time
	8 on page 5.	0086 Less than 1/2 time
		Total paid professional staff certified as library media specialists in this state.

8.	Did you mark "NO" to item 6 AND item 7 on page 5?
8800	1  Yes → (If "Yes," go to item 10a on page 6.)
┰	<b>-</b> 2
9.	For this item:  • Count each professional staff member only ONCE. Report each person by his/her highest degree earned. If no paid professional staff have a particular degree as their highest degree, mark the "None" box for that degree.
	• If this library media center does not have any paid professional staff, skip to item 10a on page 6.
	<b>७</b> Do not include library aides or clerical staff.
a.	How many of the paid professional library media center staff have earned a doctoral degree as their highest degree?
0089	0 None or Staff members
b.	How many of the paid professional library media center staff have earned an education specialist or professional diploma (at least one year beyond the master's level) as their highest degree?
0090	0 None or Staff members
C.	How many of the paid professional library media center staff have a master's degree in librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?
0091	0 None or Staff members
d.	How many of the paid professional library media center staff have a master's degree in a field OTHER THAN librarianship, educational media, instructional design, instructional technology, library science or information science as their highest degree?
0092	0 None or Staff members
e.	How many of the paid professional library media center staff have a master's degree in a library related field PLUS a second master's degree as their highest degrees?
0093	0 None or Staff members
f.	How many of the paid professional library media center staff have a bachelor's degree as their highest degree?
0094	0 None or Staff members
g.	How many of the paid professional library media center staff have an associate's degree as their highest degree?
0095	0 None or Staff members

10a.	Do any volunteers provide services for the library media center?
0096	<b>−</b> 1 ☐ Yes
0070	2 ☐ No → If "No," go to item 11.
- ↓	1 140 F ( 118)
b.	During the most recent full week of school, what was the total number of regularly scheduled volunteers in the library media center who were -
	(1) Adult volunteers?
0097	0 None or Adult volunteers
	(2) Student volunteers or aides?
0098	o ☐ None or ☐ Student volunteers
11.	Does the school staff member with primary responsibility for this library media center spend time in another school (e.g., an itinerant library media specialist)?
0099	1 Yes
	2 L No
	0 No school staff member has primary responsibility for the library media center
VOLUE	R COMMENTS
1001	K COMMUNICION S

Ш	Technology – These items ask about technology resources in your school. Some questions ask about resources within the library media center and others ask about resources that may be located in other parts of the school.
12.	Is the following equipment located within this library media center?
a.	Telephone
0102	1 Yes
	2 No
b.	Fax machine
0103	1  Yes
	2 No
C.	Automated circulation system
0104	1 Yes
	2 No
d.	Video laser disc or DVD
0105	1 Yes
	2 No
e.	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)
0106	1 Yes
	<sup>2</sup> No
YOUR	R COMMENTS

13.	Are the following electronic services available in the library media center either through stand-alone terminals, library local area network (LAN), building-wide LAN, or district wide area network (WAN)?				
	<b>™</b> Mark (X) all that apply.				
		Stand alone computer	Library LAN	Building- wide LAN	Not available
a.	Automated catalogs	0107 1	0108 1	0109 1	0111 1
b.	CD-ROMS	0112 1	0113 1	0114 1	0116 1
C.	Internet access (e.g., Netscape, Internet Explorer)	0117 1	0118 1	0119 1	0121 1
d.	E-Mail	0122 1	0123 1	0124 1	0126 1
e.	Electronic full-text periodicals	0127 1	0128 1	0129 1	0131 1
15.	Provided the second receive its television If "No," go to item 21 on page  How does this school receive its television		nming?		
0133	1  Yes 2  No				
b.	Broadcast television				
0134	1  Yes 2  No				
C.	Closed circuit television				
0135	1 Yes				
	2 No				
d.	Satellite dish			_	
0136	1 ☐ Yes → If "Yes," Is the satellite dish 2 ☐ No	2 3	Fixed Steerable Don't knov	v	

16.	Does this library media center have multimedia production facilities (a computer using any text, full color, images and graphics, video, animation and sound)?
0138	1 Yes
	2 No
 17a.	Does this library media center use prerecorded video tapes?
	■1 ☐ Yes
	2 No → If "No," go to item 18.
b.	How are the prerecorded video tapes acquired for this library media center?
	Mark (X) all that apply.
0140	1 Loan
0141	1 Rental
0142	1 Purchase
0143	1 Gift
18.	Does this school belong to a state or regional consortium which purchases the rights to tape programs broadcast via cable or satellite?
0144	1 Ves
	<sub>2</sub> No
	3 Don't know
19a.	Does this school have in-house television production facilities?
	■1  Yes
0145	■1  Yes
0145	1 ☐ Yes 2 ☐ No → If "No," <i>go to item 20.</i>
0145	Yes  No If "No," go to item 20.  Are these programs shown -
0145 <b>b</b> .	Yes  2 No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?
0145 <b>b</b> .	1 ☐ Yes 2 ☐ No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?  1 ☐ Yes 2 ☐ No
0145 <b>b</b> .	1 ☐ Yes 2 ☐ No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?  1 ☐ Yes 2 ☐ No  (2) Outside the school?
0145 <b>b</b> .	1 ☐ Yes 2 ☐ No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?  1 ☐ Yes 2 ☐ No  (2) Outside the school?  1 ☐ Yes
0145 b.	1 ☐ Yes 2 ☐ No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?  1 ☐ Yes 2 ☐ No  (2) Outside the school?
0145 b.	1 ☐ Yes 2 ☐ No → If "No," go to item 20.  Are these programs shown -  (1) Within the school?  1 ☐ Yes 2 ☐ No  (2) Outside the school?  1 ☐ Yes
0145 b. 0146	The state of the section of the sec
0145 b. 0146	The state of the section of the sec



1998–1999 – Collections and Expenditures – The items in this section ask about the size and currency of your library media collection. Some of the items ask about the budget and expenditures. If you are not able to give an exact amount, please provide your best estimate.

- 21. During the 1998-1999 school year, what were the total holdings, additions, and expenditures for the library media center for each of the following kinds of materials?
  - Report only materials administered by the library media center.

	Category	Total number held at the END of the 1998–1999 school year. (1)	Number ACQUIRED DURING the 1998-1999 school year. (2)	Report the amount spent for rental and purchase during the 1998–1999 school year. Round to the nearest dollar.  (3)
a.	BOOKS (count all copies)			\$ .00
b.	VIDEO MATERIALS (tape, DVD or laser disc titles. Do not	0152	0153	0154
	report duplicates)			\$ .00
C.	CD-ROM TITLES (Do not report duplicates)	0155	0156	\$ .00
d.	CURRENT PRINT OR MICROFORM PERIODICAL SUBSCRIPTIONS	0158	0159	0160
	(Do not report duplicates)			\$ .00
		0161	0162	0163
e.	ELECTRONIC SUBSCRIPTIONS			\$ .00
22.	During the 1998 types of materia	-1999 school year, wl Is listed above (in ite	hat was the TOTAL of m 21) for this library	expenditure for the media center?
	include all experience for specific item	nditures for these mater s in item 21.	rials, even if you are u	nable to provide expenditures
	This total may b	e greater than the sum	of expenditures repor	ted in column (3) of item 21.

.00

0164 0 None

23.	Report the four-digit year.
0165 a.	General knowledge encyclopedia? Or 0166 0 None available
0167 b.	World atlas? Or 0168 0 None available
24.	For each of the following Dewey decimal numbers or categories, how many volumes were purchased for this library media center during the 1998-1999 school year?
	Do NOT include classroom collections unless they are administered by the library media center.      Volumes purchased during the
	Dewey Decimal Number/Category
	616/Medicine and health
	629.4/Space
	320/Government
	914/European geography and travel 0172
25.	During the 1998-1999 school year how many volumes did this library media center purchase for its PROFESSIONAL COLLECTION FOR TEACHERS (e.g., curriculum development, instructional practice, educational psychology)?
	Do not include classroom collections unless they are administered by the library media center.
0173	Volumes purchased during 1998–1999 school year
26.	During the 1998-1999 school year, what was the total expenditure for computer hardware, other than communications equipment, for this library media center?  • Include expenditures for purchase, rental, and/or lease.  • Report the amount in whole dollars.
0174	o None or \$ .00
27.	During the 1998-1999 school year, what was the total expenditure for other audio-visual equipment for this library media center?  • Include expenditures for purchase, rental, repair, and/or lease.
0175	o None or \$ .00



Scheduling and Transactions – We are interested in learning about the use of this library media center. The questions in this section ask about scheduling for use by students and teachers.

28a.	Which of the following best describes the type of scheduling for classes in the library media center?
	Mark (X) only one box.
0176	All classes flexibly scheduled -classes, small groups, and individuals are scheduled for varying time periods appropriate to need  GO to item 29 on page 13.
_	■2 All classes regularly scheduled (previously specified times)
↓↓	Some classes regularly scheduled, other classes flexibly scheduled
b.	How frequent are the scheduled periods?
	Mark (X) only one box.
0177	1 Weekly
	2 Once every 2 weeks
	3 Varies by grade level
29.	Who makes library media center scheduling decisions?
	Mark (X) all that apply.
0178	1 Principal
0179	1 Library media center staff
0180	1 Site-based management team
0181	1 Union (through contract negotiations)
0183	Library media center staff collaborating with classroom teachers.
YOUR	R COMMENTS

30a.	When may students use the library media center independently?		
0184	■1 During scheduled periods/set times		
	2 Anytime - If "anytime," go to item 31.		
	3 ☐ Never – Students are not allowed to use independently → ☐ If "never," go to item 31.		
b.	What are the scheduled periods/set times?		
	<b>ồ</b> Mark (X) all that apply.		
0185	Before or after school		
0186	1 During lunch break		
0187	During set times throughout the day		
0188	Between classes or during recess		
31.	During the most recent full week of school, how many times was this library media center used by the following kinds of school groups?		
a.	Groups of 2 or more classes at the same time		
0189	0 None or Limes per week		
b.	One class only		
0190	0 None or Limes per week		
C.	Small groups (less than a full class)		
0191	0 None or Times per week		
32.	Is the library media center scheduled to provide teacher release or preparation time?		
0192	1 Yes		
	<sub>2</sub> No		
33.	During the most recent full week of school, how many times was the library media center space used by groups for non-library related activities?		
0193	0 None or Limes per week		
34.	During the most recent full week of school, how many students used the library media center?		
	• Provide your best estimate of students coming through your doors, individually and in groups.		
0194	Students per week		

35.	During the most recent full week of school, what was the total number of books and other materials checked out from the library media center?						
	include items checked out by all persons.						
0195	Total						
36a.	What is the maximum number of books that a student may take out of the library media center at a time?						
	<b>ồ</b> Mark (X) only one box.						
0196	1 May not borrow						
	<sub>2</sub>						
	3 3–5 books						
	4  6 or more books						
	5  Varies by grade level						
b.	Which of the following may students take out of the library media center?						
	<b>ồ</b> Mark (X) all that apply.						
0197	1 Reference material						
0198	1 Periodicals						
0199	1 AV materials						
0200	1 AV equipment						
0201	1 Computer software (includes CD-ROM)						
0202	1 Computer hardware						
0203	1 None of the above						
37.	Are the following persons allowed to check out materials?						
a.	Prekindergarten students						
0204	1 Yes						
	2 No						
	No prekindergarten students at this school						
b.	Kindergarten students						
0205	1 Yes						
	<sub>2</sub> No						
	0 No kindergarten students at this school						
C.	Parents						
0206	1  Yes						
	<sub>2</sub> No						

\ /	
\ /	
V	

Collaboration and Policy – Often library media center staff collaborate with classroom teachers to help them plan and deliver instruction. We are also interested in learning about certain policies this library media center may have in place.

38a.	Are you a library media sp	ecialist o	r school I	ibrarian?					
0207 b.	−ı ☐ Yes								
	2 No → If "No," go to item 39.								
	Were you working in this school library last school year (1998-1999)?								
			Frequency  Mark(X) one box on each line.						
	Type of instruction	Weekly	Monthly	Quarterly	Annually	Never	Not applicable		
	(1) Arts and humanities	1 🗌	2 🗌	3	4	5	6 🔲		
	0210 (2) English	1 🗌	2	3 🗌	4	5	6 🗆		
	(3) Foreign language	1 🗌	2	3 🗌	4	5	6 🗆		
	(4) Health/Physical 0212 education	1 🗌	2 🗌	3 🗌	4	5	6 🗆		
	(5) Math	1 🗌	2 🗌	3 🗌	4	5	6		
	(6) Reading/Language 0214 arts	1 🗌	2 🗌	3	4	5	6		
	(7) Science	1	2 🗌	3 🗌	4	5	6		
	(8) Social studies	1 🗌	2	3 🗌	4	5	6 🗆		
	(9) Vocational/ 0217 Technical education	1 🗌	2 🗌	3 🗌	4	5	6 🗆		
39.	Does this school have a lil	oes this school have a library policy and procedures manual?							
0221	1 Yes								
	2 L No								
40.	Please indicate how much time it took you to complete this form, not counting interruptions.								
	<b>७</b> Please record the time in minutes, e.g., 50 minutes, 65 minutes, etc.								
0222	Minutes								

# Thank you very much for your participation in this survey.

Please return this survey in the enclosed envelope. If you do not have the return envelope, call 1–800–221–1204, or mail your questionnaire to:

U.S. Census Bureau Current Projects Branch 1201 E. 10th Street Jeffersonville, IN 47132-0001

Find out more about the Schools and Staffing Survey (SASS) and information about school library media centers that was collected last survey. See SASS on the World Wide Web at:

#### http://nces.ed.gov/surveys/sass

Look for the report "School Library Media Centers: 1993-1994" under Publications (NCES 98-282).

Additional data collected by the National Center for Education Statistics (NCES) on a variety of topics in elementary, secondary, postsecondary, and international education are available from NCES's Web site at:

### http://nces.ed.gov

For additional data collected by various Federal agencies, including the Department of Education, visit the FedStats site at:

http://www.fedstats.gov